State of North Carolina
Office of Information Technology Services

Michael F. Easley, Governor   **George Bakolia, State Chief Information Officer**

Memorandum

To: Members of the Executive Cabinet

From: George Bakolia

Subject: Application Portfolio Management—Reminders of Significant Compliance Dates

Date: June 21, 2006

This memorandum is a companion document to the one sent to you last week regarding the submission of Agency IT Plans. The focus of this memorandum is Application Portfolio Management (**APM)** and the departmental requirements associated with it.

Application Portfolio Management is a systematic approach for examining the state's investment in software applications. The goals of the project are to determine the technical status, business value, costs, and risks of each application and to develop an approach for managing it over its useful life. My staff has met with each department to review the implementation process, the training requirements, and to make recommendations for individualized approaches for data input and analysis. Training classes have been held, and all agencies have been given the information from the 2004 Keane/Gartner study as a way to "kick-start" the data collection and evaluation efforts.

The next steps belong to the departments. Your staff must complete the data entry and validation work, begin the analysis of your department's portfolio of applications, and develop an overall management plan for each of your software applications. The analyses and management plans (which to continue maintaining, which to retire, and those to replace) should prove useful as you develop your departmental IT Plan and expansion budget priorities for the coming biennium.

Required Submission Dates:

- Complete data entry work on Application Portfolio Management by **September 5, 2006** – Costs for maintaining and enhancing applications in the APM database will be used by the Office of the State Controller, as it prepares the annual IT Expenditures Report for the General Assembly.

- Complete the analyses of and plans for applications by **October 1, 2006** - **GS 147-33.90** requires the SCIO to submit a report on the status of the state's software applications in January, and to do this, we must have the APM information from each department by this date**. Please note that this is the same date that your departmental IT Plan is due.**

If you have any questions, please direct them to me. Your cooperation in this matter is most appreciated.

Cc: Agency CIOs